



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



Housing Specialist

\$47,079 - \$76,036 ANNUALLY

NATURE OF WORK: This is responsible professional, administrative, and technical work; preparing and implementing the City's Housing Programs, as submitted to the U.S. Department of Housing and Urban Development (HUD). The incumbent is responsible for performing a variety of assignments relating to housing rehabilitation and assistance funded by the Home Investment Partnerships (HOME) program, the Community Development Block Grants (CDBG) program, and other related Grant programs. Work is performed with initiative and independent judgment. Work is reviewed through observations, consultation and review of reports submitted to the Director of Housing and Community Development.

Illustrative examples of essential duties include but are not limited to: Reviews case files related to affordability periods for HOME Program, sets up project files and case notes, enters vouchers for funds drawdown in HUD software system (IDIS). Prepares and collects data for use in annual One Year Action Plan and/or Five Year Consolidated Plan. Prepares annual report on HOME program performance, conducts periodic inspections to monitor progress of construction work on Multi-Family and Single Family rehabilitation projects. Assures compliance with Housing Quality Standards and Program Guidelines. Determines eligibility of prospective home buyers for assistance with purchase and/or rehabilitation. Conducts progress inspections during construction to assure percentage of completion for payment. Assures that developers and contractors comply with HUD regulations for labor standards and contract provisions. Prepares Notification of Funding Availability and presents projects to the Loan Review Committee. Attends annual review meetings of the City's Community Development Advisory Board. Drafts legal agreements, city commission resolutions, commission memoranda; drafts letters and documents for City Manager, Assistant City Manager and/or Division Director.

MINIMUM REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, Construction Management, real estate, or other appropriate field. Two (2) years experience with government or a non-profit housing agency, or construction fields familiar with administering housing programs funded by the HOME Program. Experience with relocation procedures and program monitoring. Excellent writing and verbal skills. Additional experience may substitute for education on a year-for-year basis.

DESIRES: Strong knowledge and/or experience in housing rehabilitation or related field.

Send **2** Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139

ATTENTION: HS-I

CLASS NO: **3303**
UC NO: **0371UO**